



**JUSTICE AND PUBLIC
SAFETY CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:110
505 KAR 1:080
704 KAR 3:305
1-JDTP-3D-01-03, 05, 07, 16,
21-23
2-CO-5B-01

CHAPTER: Program Services	AUTHORITY: KRS 15A.0652
SUBJECT: Day Treatments: Educational Programming, Assessment, and Transition	
POLICY NUMBER: DJJ 334.1	
TOTAL PAGES: 4	
EFFECTIVE DATE: 1/04/2016	
APPROVAL: Bob D. Hayter	, COMMISSIONER

I. POLICY

Educational services, operating in compliance with federal and state laws and regulations, shall be provided to youth in a day treatment program. These services shall be provided through written agreement with local school districts or private or public providers and the Office of Career and Technical Education (OCTE).

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) operated day treatment program.

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

- A. DJJ Education Branch shall be responsible for reviewing the contents of the written agreement for educational services with members of the State Agency Advisory Board.
- B. Educational services shall be made available to each youth upon admission and shall be constructed on an open entry -open exit basis.
- C. Post-secondary course fees may require a youth to access grant money, individual youth accounts, parent contributions, or community sponsors.
- D. An agreement between DJJ and the school district shall include the following:

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1. Educational services shall be provided on an open entry-open exit basis;
 2. Education and treatment shall be an integral part of the youth's instructional plan;
 3. Education and treatment schedules shall collaborate for the benefit of youth;
 4. Each Superintendent shall ensure that work programs for youth do not interfere with educational programming; and
 5. Disciplinary measures shall not interfere with educational programming, except if there is substantial evidence to justify otherwise.
- E. Educational services shall be individualized to meet the assessment, educational, rehabilitative, and developmental instructional needs of each youth.
 - F. Juveniles may receive credit for education that can be transferred to schools and diplomas are awarded by the state or local school district.
 - G. An individual client record (ICR) shall include academic and vocational information, to the extent permissible by law.
 - H. Available social history information and the results of medical and mental health screening conducted by DJJ staff shall be shared with the school administrator or designee, to the extent permissible by law.
 - I. DJJ and school district staff shall establish criteria for allowing selected youth opportunities to supplement the facility's educational programs with community offerings.
 - J. Where technical programming is available, programs shall have specific guidelines for enrolling youth. These guidelines shall include the criteria for enrollment and shall be included in the orientation handbook and submitted to the DJJ Education Branch.
 - K. Necessary instructional materials and specialized equipment that meet minimum state education standards, including computers, shall be provided by the school district or by DJJ per written agreement.
 - L. Incentives shall be provided for educational participation and formal recognition of specific educational, technical, and vocational achievements.
 - M. A vocational and educational assessment, from the school district, shall be completed within twenty-one (21) days of the youth's admission, if previous results are not available.

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- N. Youth who have completed the fifth (5th) grade and enter a day treatment program, without a previously administered vocational assessment, shall be administered a vocational assessment of aptitude, interest inventory, and learning and working styles. The results shall be used:
1. To determine a youth's vocational aptitude and interests, learning and working styles, and career major;
 2. To assist DJJ and school district educational staff as they integrate academic, vocational and work assignments, and treatment goals;
 3. To assist DJJ and school district staff as they communicate with youth;
 4. To develop or review and revise if necessary, each youth's Individual Learning Plan (ILP) and Aftercare Plan; and
 5. To provide each youth with workplace readiness skills.
- O. The results of educational and vocational assessments from the school district shall be used as a basis for the initial development, periodic reviews, and revisions of an integrated Individual Plan of Instruction (IPI), Individual Education Plan (IEP) if applicable, Individual Treatment Plan (ITP), (ILP), and Aftercare Plan.
- P. DJJ and school district staff shall participate jointly in the development, review, and revision of a youth's ITP, IPI, the IEP if applicable, and Aftercare Plan.
- Q. The IPI and IEP, when applicable, shall be integrated with the ITP and completed within twenty-one (21) days of admission. It is the responsibility of the Superintendent and the school district administrator to see that this is accomplished.
- R. If DJJ staff suspect a youth may have an educational disability, they shall communicate the concern in writing to education staff, through the treatment team. A record of the communication shall be included in the electronic record.
- S. A DJJ youth worker shall provide supervision in the course of academic activities. A youth worker shall be included in classroom activities to the maximum extent possible and shall work cooperatively with all education staff.
- T. The Superintendent and the school district administrator shall develop a code of acceptable school behavior and disciplinary measures that are consistent with the behavior management system of DJJ.
1. The code shall contain:
 - a. The type of behavior expected from the youth;

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- b. The consequences of failure to obey the standards; and
 - c. The importance of the standards in maintaining a safe learning environment;
- 2. The code shall be implemented without partiality or discrimination;
- 3. The code of acceptable school behavior shall be incorporated into the Orientation Handbook and reviewed with each youth;
- 4. A copy of the Orientation Handbook shall be posted at the school site; and
- 5. DJJ and education staff shall be a provided copy of the Orientation Handbook.
- U. DJJ shall provide or approve training for local school district staff pursuant to the Interagency Agreement or Memorandum of Agreement (MOA). DJJ may provide additional training to assure discipline of youth is in accordance with DJJ disciplinary policy and procedures. Appropriate classroom management techniques to carry out the disciplinary code shall be utilized.

V. MONITORING MECHANISM

The DJJ Education Branch shall review documentation annually and shall conduct an on-site visit every two (2) years and report the results of the findings to the Superintendent, Facilities Regional Administrator (FRA), and school district administrator.